

## Setting Security Permissions in Windows NT

### Setting Permissions

Setting permissions to folders and files within Windows NT will allow the owner (creator) to control *whom*, and what *type* of access is granted. Security in Windows NT is based on implicit and explicit permissions, and can prove be a complex issue. Describing in detail how Windows NT Security works is beyond the scope of this Job Aid. In an effort to minimize length and complexity, this Job Aid is modeled to set permissions to a folder or file in a public directory. The principle is the same regardless of location. *The chart on the last page of this Job Aid describes the different types of access permissions.*

Step	Action						
1.	From the desktop open <b>Common Folders</b> .						
2.	Open the <b>Public</b> folder						
3.	Right Click on the <b>File Name</b> or <b>Folder</b> that you wish to set permissions too.						
4.	Select <b>Properties</b> from the menu list.						
5.	Select the <b>Security</b> tab.						
6.	Select the <b>Permissions</b> button.						
7.	<table border="1"> <thead> <tr> <th>If...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>You are setting <b>directory</b> permissions...</td><td>Determine if you wish to change permissions to sub-directories (folders) and/or existing files within the directory (folder).  Select the appropriate <b>Check Boxes</b></td></tr> <tr> <td>You are setting permissions to 1 particular <b>file</b>...</td><td>Move on to the next step.</td></tr> </tbody> </table>	If...	Then...	You are setting <b>directory</b> permissions...	Determine if you wish to change permissions to sub-directories (folders) and/or existing files within the directory (folder).  Select the appropriate <b>Check Boxes</b>	You are setting permissions to 1 particular <b>file</b> ...	Move on to the next step.
If...	Then...						
You are setting <b>directory</b> permissions...	Determine if you wish to change permissions to sub-directories (folders) and/or existing files within the directory (folder).  Select the appropriate <b>Check Boxes</b>						
You are setting permissions to 1 particular <b>file</b> ...	Move on to the next step.						

8.	<b>If...</b>	<b>Then...</b>
	You wish to <b>Change</b> existing permissions...	Go to the section labeled <b>Change Permissions.</b>
	You wish to <b>add</b> permissions...	Move to the section labeled <b>Adding Users / Permissions.</b>
	You wish to <b>remove</b> permissions...	Move to the section labeled <b>Removing Users / Permissions.</b>

### Change Permissions

This section will guide you through the steps required to change (replace) existing permissions for a directory (folder) or file.

Step	Action
9.	In the <u>N</u> ame field of the Permissions dialogue box, Double-Click on the <b>Name</b> you wish to change permissions too. The Special Access dialogue box will open.
10.	Select the <b>desired options</b> . Check ALL that apply. <i>Use the chart on the last page if this Job Aid as a guide to the various options.</i>
11.	Select <b><u>O</u>K</b> .
12.	In the Permissions dialogue box, select <b><u>O</u>K</b> .
13.	In the Properties dialogue box, select <b><u>O</u>K</b> or close the window.

### Add Users / Permissions

This section will guide you through the steps required to add users and permissions for a directory (folder) or file.

Step	Action
1.	Select the <b><u>A</u>dd...</b> button. The Add Users and Groups dialogue box will open.
2.	Select the <b><u>S</u>earch...</b> button.

3.	In the Find Account dialogue box, type in the <b>Account Name</b> of the person you wish to add.	
	<b>Note:</b> The account is based on the users SWIII log-in name.	
	<u>For example:</u> The user to add is John Doe. John's account name (how he logs into the system) is Jdoe. Hence, you would type <b>Jdoe</b> into the field.	
	The Account Name must be an EXACT match, or the search function will not locate the account.	
4.		
	<b>If...</b>	<b>Then...</b>
	You know the Domain the user is located in...	You can narrow the search by clicking on the name of that domain to highlight it.
	You do not know the Domain the user is located in...	Simply move on to the next step.
5.	Select the <b><u>S</u>earch</b> button. The User Name will appear in the Search Results field.	
6.		
	<b>If...</b>	<b>Then...</b>
	The correct name appeared in the Search Results field...	Move on to the <b>next step</b> .
	The incorrect name appeared on the Search Results field...	Select the <b>Cancel</b> button and return to step 2.

7.	<b>If...</b>	<b>Then...</b>
	You wish to add more names...	Click inside the Find User or Group field and delete the name. Repeat steps 3 through 6.
	You have all the names you wish to add to the list of permissions...	Move on to the next step.
8.	<b>Highlight</b> all the names in the Search Results field by holding down the Shift key, and selecting each name in the list. Any name that is not highlighted WILL NOT be added.	
9.	Select the <b><u>A</u>dd</b> button. The Find Account dialogue box will close, and the selected names will show in the <b><u>A</u>dd Names</b> field of the Add Users and Groups dialogue box.	
10.	In the Add Users and Groups Dialogue box, Select the <b><u>T</u>ype of Access</b> dropdown list.	
11.	<b>Select</b> the desired type of access from the list of choices. <i>Use the chart on the last page if this Job Aid as a guide to the various options.</i>	
12.	Select the <b><u>O</u>K</b> button.	
13.	In the Permissions dialogue box, select <b><u>O</u>K</b> .	
14.	In the Properties dialogue box, select <b><u>O</u>K</b> or <b>Close</b> the window.	

### Remove Users / Permissions

This section will guide you through the steps required to remove users and permissions for a directory (folder) or file.

Step	Action
1.	Highlight the <b>Users Name</b> from the list in the <b><u>N</u>ame</b> field. (One click of the left mouse button).
2.	Select the <b><u>R</u>emove</b> button.

3.	<table><tr><th>If...</th><th>Then...</th></tr><tr><td>You wish to remove more Users...</td><td>Repeat Steps 1 and 2.</td></tr><tr><td>You are finished removing Users...</td><td>Move on to the next step.</td></tr></table>	If...	Then...	You wish to remove more Users...	Repeat Steps 1 and 2.	You are finished removing Users...	Move on to the next step.
If...	Then...						
You wish to remove more Users...	Repeat Steps 1 and 2.						
You are finished removing Users...	Move on to the next step.						
4.	In the Permissions dialogue box, select <b><u>O</u>K</b> .						
5.	In the Properties dialogue box, select <b><u>O</u>K</b> or <b>Close</b> the window.						

#### Special Access **Directory** Permissions

You can set the following individual directory permissions when creating special access permission for directories:

Read (R): Allows viewing the names of files and subdirectories.

Write (W): Allows adding files and subdirectories.

Execute (X): Allows changing to subdirectories in the directory.

Delete (D): Allows deleting the directory.

Change Permissions (P): Allows changing the directory's permissions.

Take Ownership (O): Allows taking ownership of the directory.

#### Special Access **File** Permissions

You can set the following individual file permissions when creating special access permission for files:

Read (R): Allows viewing the file's data.

Write (W): Allows changing the file's data.

Execute (X): Allows running the file if it is a program file.

Delete (D): Allows deleting the file.

Change Permissions (P): Allows changing the file's permissions.

Take Ownership (O): Allows taking ownership of the file